



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.
05-97

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DEPARTMENT REVENUE		DIVISION Administration	SECTION Internal Auditor	PERMANENT x NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1	Section Policies/Procedures	Permanent	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
2	Annual Section Planning Documents	Permanent		
3	Performance Plans & Evaluations (Copy)	Retain until superseded, obsolete or administrative value is lost		
4	International Registration Plan (IRP)	Permanent		
5	Conferee Cases Settled	Permanent		
6	Scratch Ticket Destruction	Permanent		
7	Fin Rvw- Scientific Games Holding Corp.	Permanent		
8	Rfin Rvw - Oberthur Gaming Technologies	Permanent		
9	Horse Purse	Permanent		
10	Fin Rvw - Interlott Technologies	Permanent		
11	Internal Investigations	Permanent		
12	Business Tax Seminars	Permanent		
13	Employee Income Tax 1998	Permanent		
14	Consumables Inventory YE 6/01	Permanent		
15	Towing Operators	Permanent		
16	Employee Income Tax 1999	Permanent		
17	Fin Rvw - EPOS	Permanent		

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature <i>Terry Litchman</i>	Date <i>10/8/2004</i>	Records Liaison Officer's Signature <i>Julie Roedel</i>	Date <i>9-27-04</i>
Attorney General's Signature <i>John W. Gathers by mm</i>	Date <i>5/3/05</i>	State Auditor's Signature <i>Billy Symanski</i>	Date <i>10/29/04</i>



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
18	Internal Investigation	Permanent	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
19	Grand Jct. Lottery Office - I/c Review	Permanent		
20	Employee Income Tax 2000	Permanent		
21	Oberthur - Scratch Ticket Production	Permanent		
22	Tax Refund Process	Permanent		
23	Fin Rvw - Peter Webb	Permanent		
24	Consumables Inventory FE 6/02	Permanent		
25	Sales Tax Distribution	Permanent		
26	Auto Industry Division	Permanent		
27	Cash Receipts - Pierce Cashier	Permanent		
28	Scratch Ticket Destruction - FY02	Permanent		
29	Consumables Inventory YE 6/03	Permanent		
30	Employee Income Tax 2001	Permanent		
31	Racing Vaccinations	Permanent		
32	PA1-Horse Purse	Permanent		
33	PA1 - Towing Operators	Permanent		
34	PA1 - Business Tax Seminars	Permanent		
35	PA2 - Horse Purse	Permanent		
36	PA2 - Towing Operators	Permanent		

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State Archivist's Signature <i>Terry Kitchin</i>	Date 10/8/04	Records Liaison Officer's Signature <i>Julie Rayba</i>	Date 9-27-04
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 5/3/05	State Auditor's Signature <i>Bulley Dymouth</i>	Date 10/29/04



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DEPARTMENT REVENUE	DIVISION Administration	SECTION Internal Auditor	PERMANENT x	NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
37	PA1-Driver Control: Reinstatement Desk	Permanent	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
38	PA1 - Employee Income Tax 1998	Permanent		
39	PA1 - Employee Income Tax 1999	Permanent		
40	PA1 - Employee Income Tax 2000	Permanent		
41	Internal Controls Review-Reinstatement Desk	Permanent		
42	Vendor Audits - Bulk MV Records	Permanent		
43	Schedule of Legislative Mandates - Legis. Sessions 00-02	Permanent		
44	DOR Appointing Authorities	Permanent		
45	10yrs. PY audit Recs for DOR - Dec 2003	Permanent		
46	Cash Controls Ports of Entry	Permanent		
47	Miscellaneous Old Audit Reports	Permanent		
48	Audit Work Papers - Open	Retain until obsolete, superseded or administrative value is lost.		
49	Audit Work Papers - Closed	Retain until obsolete, superseded or administrative value is lost.		
50	Internal Administrative Correspondence Paper & Electronic	1 Year + Current		
51	Lottery Ticket Destruction - Games 2, 14, 22, 32, 36	Permanent		
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State Archivist's Signature <i>Perry Kitchin</i>		Date <i>10/8/2004</i>	Records Liaison Officer's Signature <i>Julie Raybol</i>	
Attorney General's Signature <i>John W. Suthers by mm</i>		Date <i>5/3/05</i>	State Auditor's Signature <i>Sally Symanski</i>	
			Date <i>9-27-04</i>	
			Date <i>10/29/04</i>	



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			x x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
52	Cash Receipts - EFT	Permanent	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
53	Lotto Drawing Observation	Permanent	
54	Miscellaneous General Correspondence Paper & Electronic	1 Year + Current	
55	Records Management Files	Permanent	
56	Disposition Schedule	Retain until obsolete, superseded or administrative value is lost.	
57	Performance Audit & Consulting Reports	Retain until obsolete, superseded or administrative value is lost.	
58	Audit Working Papers, January 2004	1 year + Current	

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State Archivist's Signature <i>Terry Littleton</i>	Date 10/8/2004	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date 9-27-04
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date 5/3/05	State Auditor's Signature <i>Dale G. Gonsky</i>	Date 10/29/04

SA-194 (REV 1/78)